



CITY OF MIAMI BEACH

ANNOUNCEMENT OF UNCLASSIFIED POSITION



SENIOR MANAGEMENT CONSULTANT

\$58,728.54 - \$95,246.06 ANNUALLY

NATURE OF WORK: This is professional consulting work with supervisory responsibility over project improvement teams in various City departments and external consultants having a contractual relationship with the City.

Employees in this class are part of the Office of Budget and Performance Improvement and are responsible for supervision and execution of complex and difficult consultant projects and studies. Emphasis of the work is on developing, reviewing and modifying project work plans; coordinating work tasks with other departments when applicable; assisting department directors with operational decisions or modifications of departmental procedures; and planning, assigning and reviewing the work of subordinates or team members related to accounting assessments, organizational studies, workflow analysis, procedures development, joint projects with external consultants, external consultant monitoring, management reviews, cost allocations, performance bench marking and best practice review, strategic planning, system reviews, cost analyses, and other studies.

Considerable independent judgment is exercised in defining objectives for projects and in guiding work through various stages to final deliverables. Supervision is exercised over a professional management staff and consultants engaged in conducting complex consultant projects and studies. Supervision is received from the Department Director who reviews work for attainment of desired goals and objectives.

REQUIREMENTS: Bachelor's degree in Industrial Engineering, Business Administration, Information Technology, Public Administration or related field. Three years of experience in conducting management studies, organizational reviews, efficiency and best practices analysis, customer satisfaction surveys, information technology reviews or related management

Send **2** Detailed Resumes
by close date to:

NO FAX ACCEPTED

CITY OF MIAMI BEACH, CITY HALL
Email: jobs@miamibeachfl.gov
Human Resources Department
1700 Convention Center Drive
Miami Beach, FL 33139
ATTENTION: SMC-ANN

CLASS NO: **1122**
UC NO: **05107UO**